## ATTACHMENT 7

## Submitting Prior Authorization Requests Using the Web-Based Personal Care Screening Tool (PCST) When Insufficient Units Are Computed

An authorized screener or agency-designated registered nurse (RN) completes Web-based Personal Care Screening Tool (PCST) and prints the entire PCST. The RN determines that the number of units allocated The recipient has been allocated for the recipient are insufficient to meet his or her zero units of personal care services. personal care needs. (If the units allocated are sufficient, refer to the diagram in Attachment 6.) The provider completes a prior authorization (PA) The RN answers the following: Do YES request including all of the following: factors exist to justify a greater • Prior Authorization Request Form (PA/RF), HCF number of units? 11018, including the following: ✓ A number of units equal to the number NO allocated by the PCST plus the additional units being requested. A separate number of units for travel time, if The recipient does not qualify for personal care services. necessary. ✓ A number of pro re nata (PRN) units equal to the number of units allocated by the PCST plus the additional PRN units being requested. Entire PCST (including PCST Summary Sheet.) Personal Care Prior Authorization Provider Acknowledgment, HCF 11134. Personal Care Addendum, HCF 11136 (including the recipient's plan of care). Supporting documentation, as directed. The provider submits the PA request to Wisconsin Medicaid. Wisconsin Medicaid If clerical errors exist, processes the PA request, Wisconsin Medicaid returns documents to the including a nurse consultant manual review. provider for correction. If more clinical information is needed by Wisconsin Medicaid the nurse consultant, the notifies the provider of documents are returned to the number of authorized the provider for additional units. information.